

[DD MON(TH) YYYY]

[Mr/Ms Firstname Familyname]

[Address]

[Address]

[Post Code]

Court Manager  
Highbury Corner Magistrates Court  
51 Holloway Road  
London  
N7 8JA

Dear Court Manager

We write concerning the hearing held on [DD MON(TH) YYYY] where a Liability Order was issued for the person [Mr/Ms Firstname Familyname] and request the following:

- 1) We require evidence of the creation and issuance of the Liability Order in the form of a certified extract of the courts register.
- 2) Please confirm the case number allocated to this matter.
- 3) Please confirm the Procedure rules that apply to the case management of this case.
- 4) Pursuant to the Magistrates' Courts Rules (Amendment No.2) 2021, Rule 66 (c), kindly provide the entire case file, to include a copy of the original complaint laid, summons and Liability Order issued by this court. Pursuant The Magistrates Court Fees Order 2008 s. 3, there ought to be no fee's due.
- 5) Please provide the names of the Magistrates and the legal advisor in attendance

Sincerely,

[Mr/Ms Initial Familyname]